



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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05 February 2014

Memorandum ECA No. 14-07

TO: ALL COLLEGE SECRETARIES & GRADUATE COORDINATORS

  
FROM: EVANGELINE C. AMOR, Ph.D.  
University Registrar

RE: Adoption of a regular schedule for dropping of subject (s) in all colleges

This is to suggest to all colleges to adopt a regular schedule for the processing of dropping requests of their students.

For example:

- Every Tuesday - Faculty will give consent to the dropping request of student
- Every Wednesday - Adviser to process request for dropping
- Every Thursday  
starting February 13  
until the deadline of  
dropping in  
February 20, 2014 - release of processed dropping forms to students for payment of  
dropping fee.

The objective of this is to enable the students to get their dropping forms with expediency from the Office of the College Secretary (OCS) and to ensure that all dropping applications are processed on time.

Your cooperation on this is earnestly requested.

Thank you very much.